

## **Chapter 4**

### **Planning and Programming**

#### **Section I**

#### **General**

##### **4-1. Introduction**

This chapter delineates the policies and procedures to be followed in planning and programming the SATP.

##### **4-2. Requirements**

*a.* Training assistance will be provided in response to specific requests presented through appropriate channels by an authorized representative of the foreign government or international organization concerned. The SAO may advise the foreign country on needed training that is available from U.S. sources but must ensure that no U.S. commitment is made or implied by such recommendations. Training of IMSs in MILDEP schools will not take precedence over the training of U.S. personnel unless specifically directed by DOD.

*b.* Where practical, the foreign government will assist in supervising and administering its training program.

*c.* Special courses for IMS will not normally be conducted in CONUS schools.

*d.* Foreign countries authorized participation in SATP through IMET are to be encouraged to participate in cost-sharing to pay travel and living allowances to IMSs and use IMET to cover only tuition costs. This will allow countries to maximize training opportunities.

*e.* Consideration should be given to the quantity and complexity of equipment in country, the level of education, and the technical aptitude of foreign country military organization to assimilate and maintain modern equipment.

*f.* Training in support of an initial system sale will be included in an LOA written and administered by the MILDEP preparing the system sale LOA, regardless of the MILDEP providing the training. This MILDEP will not commit the resources of another MILDEP/ service without prior staffing and approval. For follow-on and annual training requirements, training will be included in the program of and administered by the MILDEP providing the training. When a student is selected for training involving courses of more than one MILDEP, the implementing agency will normally be the MILDEP providing the majority of the training. Consider the number of weeks of training as opposed to the number of courses to determine the implementing agency. The MILDEPs may approve exceptions if the amount of training is minimal and other considerations warrant an exception to policy.

##### **4-3. General constraints**

*a.* Training listed in the MASL is currently provided to eligible foreign governments. In cases where training not listed in the MASL is required by the foreign government, the SAO must submit the request with justification to the cognizant MILDEP.

*b.* Classified courses of instruction will be offered to foreign governments on a "need-to-know" basis. Prior to programming, approval must be obtained from the MILDEP.

*c.* IMS must meet the course prerequisite set by the U.S. Military Services for Training provided in CONUS or overseas.

*d.* All training requirements will be reviewed by the MILDEP. Where training requirements are potentially sensitive, approval of DSCA will be obtained.

*e.* Technical skills and information acquired through U.S. training may not be used by the purchasing country to train IMSs from a third country unless approved in advance. Countries should submit requests for USG consent to the transfer of training to third parties via diplomatic note to the Department of State. If such requests are received by the MILDEPs, they should be referred to DSCA for forwarding to the Department of State.

*f.* The FAA, section 660, places restrictions on police, internal intelligence or surveillance, or civilian law enforcement training conducted in a foreign country or in the United States. "Police" as used in this prohibition includes military as well as civilian police if the military police perform civilian law enforcement functions. Neither the name given to a unit by the foreign government nor the ministerial authority under which it operates is sufficient in and of itself to determine whether a particular force is a police unit. The determining factor is the nature of the function performed by that unit. Certification is required from the country that students attending military police training will not be involved with or assigned to a unit performing in any civilian law enforcement functions for at least 2 years. Similar certification is required for any training provided on an individual rather than a unit basis, if the individual is from a unit that performs ongoing civilian law enforcement functions. The certification must be maintained by the SAO until two years following completion of training. Military police courses purchased under FMS must have prior approval from DSCA if the IMS is a member of a country unit having civilian police functions. Note: Maritime Law

Enforcement and training in maritime related skills and training provided by the U.S. Coast Guard is exempt from the prohibition against civilian law enforcement training. Section 2420 (b)(3), title 22 United States Code applies.

*g.* The scope of intelligence training normally available is limited to that which is directly related to combat, operational, or joint staff intelligence.

*h.* Follow-on training in civilian agencies constitutes termination of SA sponsorship unless DSCA grants a waiver.

*i.* Section 620(q), FAA, and “The Brooke Amendment” to the FAA of 1961, as amended, impose sanctions by which SA provided to countries ceases when a country is in default in the payment of loans to the United States. Accordingly, SAOs will not request training on weapon systems or equipment that is not in or scheduled for delivery to the country.

(1) New IMET students may not travel to the U.S. or other locations for the initiation of training. IMET students outside their countries of origin whose course of study or training program began before the effective date of the sanctions may complete such courses, including already funded sequential courses. However, no additional sequential courses may be added on or after the effective date of the sanctions. IMET students outside their countries of origin whose course of study or training program did not begin before the effective date of the sanctions should normally be returned to their home country as soon as possible. For the purposes of the Brooke Amendment, an IMET-funded course is deemed to begin on the report date specified in the Standardized Training Listing (STL). If sanctions are lifted, these students will be considered for late admittance or admittance to the next available course study or training program.

(2) IMET funded MTTs and LTDs may not be dispatched or extended beyond their scheduled termination date.

(3) IMET funded training aids may not be issued from supply nor placed on contract by the supplying agency. Note Section 620(q) does not affect the use of FMS credit funds.

#### **4–4. International military education and training (IMET) constraints**

- a.* The training must support U.S.-approved programs, plans, and objectives for the country concerned.
- b.* The country must make optimum use of personnel previously trained under SATP.
- c.* The country must make maximum use of its own training resources.
- d.* Emphasis must be placed on the training of instructor and career personnel.
- e.* Training must be in skills where actual deficiencies exist and to further overall objectives; the ability to meet the requirement must be clearly beyond the capability of the country.
- f.* Training requiring DSCA or another type of waiver will be approved on a case-by-case basis.
- g.* All requirements for orientation tours, MTTs, and ETSS personnel will be programmed on the basis of the U.S. fiscal year (FY) (1 Oct/30 Sep) and not implemented under the fifth quarter concept.
- h.* Contract field services (CFS) may be programmed on a 1-year basis for total man-months, including costs, regardless of whether the duration extends into the next fiscal year; however, justification must be forwarded and approval received from DSCA before programming.
- i.* IMET training will not be programmed to support FMS equipment purchase unless specifically identified as part of the FMS agreement or approved by DSCA.
- j.* Training benefits must warrant the high cost of the travel involved. When overseas transportation costs to and from the United States are borne by IMET, training in the United States will be arranged only when the total training in formal school courses or in a combination of formal school and on-the-job training is a minimum of 8 weeks. An exception to policy must be obtained by the SAO from DSCA for training of less than 8 weeks, exclusive of ELT. Expanded-IMET training and training at the USARSA and IAAFA are exempt from the 8-week minimum duration.

#### **4–5. References used for security assistance (SA) training**

The principal references used in planning and programming SA training are as follows—

- a.* DOD SAMM (DOD 5105.38-M), published by DSCA, provides guidance and information for programming, costing, and funding of SA training. The SAMM is
- b.* The Financial Management Regulation (DOD 7000.14-R, Volume 15), published by OASD (Comptroller), establishes the pricing and costing criteria for FMS sales of defense articles and services (including training) under the AECA.
- c.* The training MASL, published and distributed by the MILDEPS, is one of the documents most used in programming SA training. Its format is described in the SAMM, chapter 15, section 1503. The training MASL is a list of courses available from MILDEPs to eligible foreign countries under the SATP. In many cases, a course listed for a particular piece of equipment is not available to certain countries because the country does not possess the equipment for which the course provides training. The MASL, therefore, should not be used as a shopping list but as a reference and guidance document for programming training. When inquiries concerning training are received by the SAO from a

foreign government, response should be made by selections from the MASL and not by providing the country with a complete MASL listing.

*d.* The MASL provides brief course information; therefore, MILDEP course catalogs should be used to supplement the MASL to determine specific course details and prerequisites.

*e.* Execution agency (EXA) codes for identifying MILDEP training activities are in the SAMM, table D-3.

#### **4-6. Foreign military sales (FMS) guidance**

*a.* FMS training requirements pursuant to the sale of major equipment and weapon systems (ships, aircraft, missiles) should be made a part of sale negotiations.

*b.* The same general initial and annual programming process applies to FMS as for IMET. Eligible foreign purchasers may initiate training requests through several channels; for example, designated SAOs, foreign embassies, or purchasing missions located in the United States. Foreign purchasers, with the assistance of SAOs, are encouraged to develop annual FMS training programs.

*c.* For annual FMS training programs, blanket order (BO) FMS LOAs will normally be used. (LOAs are discussed in chapter 6 of this regulation.) The program presented by the SAO should be fully coordinated with the requesting government and reflect the country's annual training requirements. FMS training programs will be accepted for planning, determining capabilities, and allocating quotas.

*d.* Upon determining capabilities, the MILDEP will assign an FMS case identifier, prepare the LOA, and submit it to the appropriate country representative for acceptance and deposit of funds as required. The MILDEP will implement training only after the case has been accepted and obligation authority has been issued by DFAS.

*e.* The IMET fifth quarter planning and programming concept does not apply to FMS training.

#### **4-7. Total package approach (TPA)**

The TPA outlines training requirements related to the purchase of major equipment or systems. (See fig 4-1 for a training plan checklist for new equipment.)

*a.* When a country plans to add a new item of U.S. equipment to its inventory, a "total package approach" to the program must be used rather than focusing only on the item of equipment. Components of the "total package approach" include the following—

(1) Quantity of end items required for operational elements, training base, and maintenance support.

(2) Training requirements including training aids, training ammunition, and such necessary additional facilities as ranges, airfields, and port facilities.

(3) Publications.

(4) Foreign country facilities and available manpower.

(5) Logistics support.

*(a)* Initial logistics support includes those items required to field the item or system, such as communications and electronic equipment; basic issue items; ancillary equipment; ammunition and basic load; repair parts; special tools, test sets, and calibration equipment; and technical assistance and technical manuals.

*(b)* Sustaining support consists of those items required to maintain the item or system in operational condition and includes replenishment repair parts, overhaul requirements, and ammunition requirements.

*b.* The time required to conduct adequate training as well as to develop an in-country maintenance or support capability often becomes the pacing factor and must be considered in relationship to delivery dates of equipment. In developing a training plan for a particular end item of equipment or weapon system, each country must be considered individually. While general training requirements can be determined for any item, the exact composition and duration of the training program will vary based on the individual requirements and capabilities of each country.

*c.* A comprehensive training support package cannot be developed by MILDEP trainers operating without knowledge of the in country specifics. Thus, the important role of the SAO and survey teams cannot be overemphasized. The SAO and MILDEP must begin planning when the country initially expresses an interest in a weapon system or equipment. This will require close and continuous coordination between the training and materiel personnel of the various organizations involved, both in the United States and in the purchasing country. Essential information should be included in the initial request for price and availability (P&A) and LOA data on the major item. In-country information on items such as existing facilities, training software and hardware items in inventory, and levels of experience and training of the IMSs is essential to the "total package approach" concept. Using this information as a point of departure, the training support package would reflect the P&A of those additional software and hardware items required to support the end items, as well as an appropriate training plan. A survey team may be required. A trainer should routinely be included as a member of the team.

*d.* Training programs must be planned realistically, taking into account the skills that must be developed, the background and experience of the individuals selected for the training, and the time required to plan, implement, and complete the program. In the final analysis, the success of any training program will depend upon IMS capability and

potential for success. The individual and collective performance of the IMS will set the pace for and measure the true progress of a program.

*e.* Training in support of FMS equipment purchases should be coordinated with the equipment sales case. Training under the IMETP will not be provided to support FMS equipment purchases. Requests for exceptions to this policy should be referred to DSCA with appropriate justification for consideration on a case-by-case basis.

*f.* Suggested guidance concerning development of comprehensive training plans for new equipment is contained in figure 4-1.

## **Section II Programming**

### **4-8. Programming cycle**

*a.* The Annual Integrated Assessment of Security Assistance (AIASA) is the U.S. country team document that supports the proposed program for the foreign country concerned. It provides the level of detail of the proposed requirements for IMET and for FMS credit recommended by the country team. Training is categorized by analysis code and dollar level. It is submitted through State Department channels and provides the details to support the Congressional Presentation Document (CPD). The CPD is the supporting document submitted to Congress with the annual legislative proposal for the SA program authorization and appropriations. IMET programming data will be forwarded to the MILDEPs not later than September in support of the CPD. The AIASA also includes all known FMS requests for the budget years (BYs).

*b.* Based on projected IMETP dollar ceilings, SAOs should prepare the BY training program for presentation to unified commands and MILDEPs at least 30 days before the annual SA Training Program Management Reviews or as directed by the appropriate MILDEP.

*c.* Program submission will be by markup of the existing BY country program made available by the MILDEPs. Desired deviations to the program listing will be forwarded to MILDEPs.

*d.* Annual SA Training Program Management Reviews (SATPMR) are hosted by the unified commands.

(1) PMR schedules are based on coordination between unified commands and MILDEPs.

(2) SAO representative must be prepared to present, discuss, and justify each training line in the proposed program. In this regard, each request for on-the-job training (OJT), observer training (OBT), and familiarization training will be submitted as shown in figure 4-2. Written justification must be submitted for all programmed orientation tours (OTs), LTDs, and SATs. If no justification is included, the SAO representative will be required to prepare one before departure from the workshop. Failure to submit proper justification will result in deletion of training from the program.

(3) SAO must stipulate factors to be used in IMET costing for travel and living allowances to be paid by the USG or by the foreign government (cost-sharing).

(4) The purpose of the SATPMR is to accept, reject, change, or add training lines and training teams to country programs within approved policy guidelines. Training is accepted by the MILDEP for programming only, subject to determining the capability to furnish that training in relation to total worldwide requirements.

(5) On completion of the PMR, each MILDEP will have a complete copy of the refined country program.

(6) Based on a refined country program, MILDEP will process requirements. After the PMR, SAOs will submit program deviations to the MILDEP with accompanying backup documents.

*e.* Unprogrammed training requirements, not included in the annual program, will be handled on an exception basis. Unscheduled requirements often have an adverse impact on the total training effort. This is particularly true in training courses where quota availability is a major constraint. It also happens in those cases involving short-notice deployment of MTT personnel from operational units for specialized requirements and preparation of tailored curricula. In addition, unprogrammed training requirements distort planning and make forecasting ineffective. Every reasonable effort should be made to develop programs that will not require revision after review at the TPMRs.

*f.* Deferred items requiring special authorization will not be approved until DSCA has obtained the necessary certification or a waiver has been granted.

*g.* Upon receipt of funding authority, the MILDEPs will authorize the SAOs to prepare ITOs to send IMSs to training.

### **4-9. Programming procedures**

Strict programming procedures are necessary to achieve training objectives and to account for expenditures.

*a.* The worksheet control number (WCN) is the most important element identifier used in the SATP. The most

important use is to track the IMS. Normally, one WCN will be assigned per IMS. This procedure reduces administrative effort on the part of the scheduling commands and training installations and allows effective tracking and billing.

*b.* The policy for cross-service training is as follows—

(1) When an IMS from one MILDEP is selected for training exclusively within schools of another MILDEP, such training will be made part of the program of the MILDEP providing the training.

(2) When an IMS is selected for training involving courses of more than one MILDEP, the training will be programmed by the MILDEP providing the greater number of total training weeks, exclusive of ELT.

(3) When orientation tours are for IMSs assigned to organizations equivalent to the U.S. DOD or when such tours are not clearly identifiable to a particular MILDEP, the SAO will include the tour in the program of the MILDEP having predominant interest, or DSCA will designate the MILDEP.

(4) Joint courses will be included in the program of the MILDEP having executive agency responsibility for the course. (See table 4-1.)

(5) Coast Guard courses are programmed by the Coast Guard and are included in the DON STL.

*c.* Training requirements must be included in the FY program in which training is scheduled to start, with the exception of scheduled fifth quarter training. The fifth quarter concept applies only to IMET training scheduled to begin after 30 September and before 1 January, although training must be accepted and obligated by 30 September. It does not apply for MTTs, OTs, or training materials in support of the ELTP.

*d.* Congressional scrutiny of the IMETP requires an indication of the relative priority of the training requirements within each country program. These priority indicators are used in responding to Congressional queries, selecting requirements for Continuing Resolution Authority (CRA) funding, and adjusting programs to conform with executive branch decisions and legislative actions when response time will not permit consultation with SAOs or unified commands. Accordingly, a training requirement priority code system has been established according to following standardized designations—

(1) Priority Code A (highest priority)-Prime training requirement considered most essential for meeting an in-country training objective.

(2) Priority Code D-Valid training requirement above the budget level but within the dollar amount that an SAO could reasonably expect to receive at mid-year or end of year. Priority code D is an unbudgeted amount and will not normally exceed 10 percent of the budget.

(3) MILDEPs will not obtain quotas for D Lines.

*e.* All correspondence on program actions will include appropriate commands and training activities as information addressees.

*f.* Coast Guard Commandant (G-CI) will act as central authority for planning and programming all Coast Guard training. Policy and procedural differences will exist for Coast Guard training (that is, OJT, dependents, ship transfers, et cetera.).

#### **4-10. Civilian international military students (CIMS)**

*a.* Training of defense civilians, non-defense ministry civilians, legislators, individuals who are not members of the government (NGOs) under the Expanded-IMET program, training of defense civilians for the express purpose of teaching, developing, or managing in-country English language training programs, and training of civilians in counter-narcotics-related areas is authorized. Training of civilians in other than these three areas requires an exception to policy from Director, DSCA.

*b.* The foreign government must agree to the same administrative control over civilians in training as applies to military personnel. Equivalent grade civilians will be afforded the same status and privileges as military personnel.

*c.* The military services may provide training to non-ministry of defense (non-MOD) personnel under the following authorities.

(1) Training provided directly to non-MOD organizations of friendly countries, international organizations, or voluntary nonprofit relief agencies registered with and approved by the Agency for International Development, as authorized by Section 607, Part I, of the Foreign Assistance Act (FAA). The military service must obtain a determination from the International Development Cooperation Agency (IDCA), through DSCA, that the proposed training is consistent with and furthers the purposes of part I, of the Foreign Assistance Act. The military service must forward the request for determination to DSCA with the following information:

(a) Name of the international agency.

(b) Number of students to be trained.

(c) Type training, proposed dates, estimated cost. Upon receipt of the determination approval from IDCA, the military department will prepare an LOA for the training and forward to the SAO for presentation to the international agency. The LOA will include a copy of the determination as an attachment and a supplemental condition as follows—“This sale is made under the authority of Section 607 of the Foreign Assistance Act of 1961, as amended, and the determination thereunder made by the Director, Trade and Development Program, International Development Cooperation Agency (IDCA), on (date) (copy attached). Any reference to the Arms Export Control Act herein shall be construed to be a reference to Section 607 of the Foreign Assistance Act of 1961, as amended. All other terms,

conditions, and procedures under this Letter of Offer and Acceptance will apply to this transaction.” A report will be provided directly to Director, U.S. Trade and Development Program, IDCA, upon completion of the training to include the completion or termination date of the training and any changes in the original request concerning actual course and or type training, length, and cost.

(2) Training provided in support of other U.S. Government sponsored programs, provided in support of other U.S. Government programs authorized under the Foreign Assistance Act, and financed by USG appropriations. Section 632(a) of the FAA authorizes the transfer of funds from one agency to another to carry out the purposes of the FAA. This training support will be provided under an interagency agreement.

(3) Training provided to international students sponsored by another government agency, financed by the foreign country. The Economy Act authorizes a government agency to render services for another on a reimbursable basis. This training support will be provided under an interagency agreement. Guidance for determining tuition rates for non-DOD sponsored personnel is contained in DOD 7000.14-R. In all cases, the established administrative surcharge will be applied. Student support costs, such as travel, living allowances (TLA), and medical services are the responsibility of the student’s government or the sponsoring agency. If student transportation living allowances are paid to the student by the Air Force, administration cost will also be sponsoring agency.

#### **4-11. Training at civilian institutions**

a. Training of IMSs at civilian institutions is authorized under the IMETP only if equivalent training is not available from U.S. military installations. DSCA approval is required prior to offer or programming.

b. The requirement to train IMSs at civilian institutions under FMS is more appropriately handled by direct negotiation between the civilian institution and the purchasing country. Training at civilian institutions, therefore, generally will not be accomplished under FMS. Requests for exceptions to this policy should be addressed to DSCA Comptroller.

c. Training at civilian institutions under ongoing MILDEP contracts may be requested from the MILDEP.

#### **4-12. DOD Informational Program (IP)**

Details concerning DOD IP are covered in chapter 11.

#### **4-13. Orientation tours**

Details concerning orientation tours are covered in chapter 12.

#### **4-14. Security assistance teams (SATs)**

Details concerning training assistance teams are covered in chapter 13.

### **Section III**

### **Training Aids**

#### **4-15. General**

a. Training aids, devices, equipment, and books, tapes, and publications used in establishing or supporting in-country ELTP may be programmed and funded in the country IMETP. The dollar value of items obtained under IMETP will be applied against the country’s training dollar ceiling. Training materials programmed under Budget Project N90 will be identified to DSCA when requesting funding and will include an indication that the materials support the in country ELTPs.

(1) Training aids, devices, and equipment in support of ELTP will be in the U.S. Army IMETP (N9A).

(2) Books, tapes, and publications in support of ELTP will be in USAF IMETP (N9B).

(3) Packing, crating, and handling costs of the items in (1) and (2) above will be in the respective MILDEP’s program (N9X).

b. Training aids, devices, equipment, films, books, tapes, and publications not in support of in country ELTP will be obtained through FMS channels. Requests for exceptions to obtain these items through programming and funding under IMETP must be addressed on a case-by-case basis to DSCA. DSCA exceptions will be granted on a one-time basis and will not apply automatically to similar future requirements. Requests for training aids and support material should be included in IMET waiver requests for SATs. Requests must be completely justified in writing and include the following—

(1) Why provisioning of training materials under IMETP is necessary.

(2) Why it is in the U.S. interest.

(3) What is the impact on the country training program (for example, specific courses and training to be deleted and how this training will be accomplished).

c. In view of the long lead time required in programming, procurement, and delivery, items must be programmed

sufficiently in advance to be available in-country when needed. After funding, timely requisitioning is essential to allow MILDEP obligations before 1 August of each year.

#### **4-16. Training films**

Training films will not be provided to foreign countries on a loan or non-reimbursable basis. The term "loan" does not apply to SATP. Foreign governments should be encouraged to purchase training films for their training requirements. Training films may be leased, however, under the provision of AECA, chapter 6. Under the terms of a lease, the foreign government incurs an obligation to rent the training film and maintain it in an original condition. Lease arrangements present cost-recoupment problems. The costs of cleaning and repairing damaged training films, producing additional film prints to meet foreign demands, and packing, crating, handling, and postage are difficult to factor into the low cost of single training-film lease arrangements. These costs must, however, even though minimal, be recouped by the USG. The following policy applies when providing training films to SA activities, foreign governments, and international organizations:

- a. Training films will not be leased to foreign governments without the authorization of DSCA.
- b. SA activities receiving foreign government requests to lease training films will screen the requests carefully to ensure that full justification is provided with the request. SA activities are authorized to state that the lease, if approved, will be on an exception basis only.
- c. SA activities borrowing films will retain physical custody of the films at all times. The films will not be given to foreign governments while in custody of the SA activity. The films may be shown to foreign government representatives according to authorized disclosure but must be retained at all times by the borrowing SA activity.

### **Section IV**

#### **Department of the Army**

#### **4-17. Training references**

- a. DA Pamphlet 351-4 lists all formal courses conducted in CONUS Army schools. This document lists CONUS training activity, course number and title, duration (peacetime and mobilization), purpose, scope, prerequisites, and special instructions. Many of these courses are not available to all countries; however, references to this pamphlet and the MASL should give SAOs all necessary data to assist the host country in obtaining the best training to meet requirements.
- b. SATFA has developed a Supplemental Security Assistance Training Handbook. This handbook contains a listing of courses that have been identified for IMS input.
- c. Both USAREUR and USARSA publish catalogs on training available in their respective commands.
- d. MASL
  - (1) *Distribution.* MASLs are automatically distributed as required by the MILDEP to unified commands, SAOs, and DA. MASLs are not distributed to training activities as reference documents; however, SATFA is responsible for making the MASL available to Army commands having a training mission.
  - (2) *Changes.* SATFA processes MASL changes to DSCA. These changes are made when needed (for example, entering new courses, eliminating courses, and changing course location, length, and cost). Other major training commands must inform SATFA by letter or cable when changes occur. MASLs have fixed issue dates, but changes are provided by DSCA as required. The date printed on the bottom of the MASL listing includes all incorporated changes as of that date.
  - (3) *Annual update.* An update of the MASL is required NLT the end of June each year to reflect courses and costs for the next fiscal year. SATFA will request this annual update from major training commands.

#### **4-18. General course prerequisites, training requirements and standards**

- a. IMSs must meet all course prerequisites, except Service retainability and U.S. security clearances as prescribed for U.S. personnel in DA Pam 351-4 and reflected in SATFA handbook, the proper overseas school catalog, or other prerequisites established by the U.S. Army component commander providing the training. IMS must also meet the age requirements established in AR 601-210.
- b. If IMSs selected for advanced branch courses do not meet grade prerequisites, biographical data and complete justification to waive grade prerequisites will be submitted to SATFA and the proper school for approval of course attendance before preparing an ITO. Approvals will be granted by SATFA in coordination with schools concerned.
- c. Medical records in English should accompany all IMSs scheduled for U.S. Army training. A current medical examination (performed within the preceding 30 days) will indicate that the IMS meets course medical requirements and is capable of performing up to the standards of the U.S. Army Physical Readiness Training Test (APRT), that no medical limitations exist to prevent IMS from participating in the U.S. Army Physical Fitness Program, and that the IMS has no medical limitations to interfere with his or her individual training.
- d. IMSs are expected to complete the same course requirements as their U.S. counterparts unless substitute requirements have been approved by the school Commandant and Director, SATFA, or unless the material is classified.

IMs are expected to participate in physical training (PT), field training exercises, staff rides and blocks of instruction dealing with U.S. Army unique material.

*e.* IMs in training with U.S. personnel will not be routinely excused from class for prayer or holidays. However, schools are encouraged to permit IMs in good academic standing to observe the two holidays per year selected by their countries provided critical training is not scheduled.

#### **4-19. Special courses**

*a.* Applicants for airborne, aviation, ranger, special forces, and the USARSA commando operations and patrolling operations courses will be carefully screened to ensure they meet the prerequisites in DA Pam 351-4 and or Security Assistance Program Handbook. These courses entail "danger to life and limb" activities and have the potential to endanger not only the IM, but also instructors and fellow students. In addition to meeting rigid physical requirements, applicants must be highly motivated and possess an excellent understanding of and ability to communicate in English.

*b.* Airborne, ranger, special forces, and the USARSA commando operations and patrolling operations courses require exceptional physical capabilities. Prerequisites for each course are detailed in the SA Program Handbook. The various required tests must be administered, with satisfactory results, before the IM is selected for training. IMs will be re-tested after arrival at the school; those who do not pass the test will not start training. Also, the ranger course is primarily conducted in the field under uncomfortable and dangerous conditions; therefore, the IM must be physically capable and motivated to pursue the training. Swimming skills are mandatory for all of the above courses.

*c.* IMs taking other than airborne training, but who are airborne qualified, may be placed on airborne status for the duration of CONUS training to maintain proficiency. Such status must be approved by the IM's government. Specific authority must be included in item 16f(2) of the ITO. Implementation of this authority will depend on the school's capability.

*d.* Candidates for initial entry flight training must have a proven aptitude for flight training, including solo flight in light aircraft when possible before reporting to the primary fixed wing or rotary wing courses.

*e.* IMs who are scheduled for flight training in U.S. Army service schools will be required to meet class I, IA, or II medical standards. (See AR 40-501, chap 4.) IMs who have received a current, valid aviator rating in the armed forces of their respective countries will be considered the same as U.S. Army aviators and will be required to pass a class II flight medical examination.

*f.* A U.S. Army aviation medical examination will be given to IMs selected for pilot training by a qualified U.S. Army flight surgeon, U.S. Air Force flight surgeon, or U.S. Navy flight surgeon before the IM's departure from his or her home area. If the country does not have a U.S. Armed Forces Aviation Medical Officer, the IM candidate, upon approval of the chief, SAO, will report to the closest U.S. Armed Forces Medical Officer for examination. The proper SAO will issue the necessary travel order and cite the appropriate IMET order number of FMS case designator as funding authority. The medical examination will be given as soon as possible to prevent cancellation of training because of physical nonqualification. The examining officer will determine the individual's physical qualification for the flying course and approve or disapprove his or her application. When waiver of a medically disqualifying condition is appropriate, the results of the medical examination will be referred by the examining officer to Dean, U.S. Army School of Aviation Medicine, (MCCS-HAO), Building 301, Fort Rucker, AL 36362-5377, for advice and recommendation.

*g.* Flight physical examination records will be hand-carried by the IM and will accompany the individual throughout aviation training.

*h.* IMs undergoing physical reexamination in the United States prior to beginning flight training will be required to meet class II medical standards for flying (AR 40-501).

*i.* An individual selected for initial-entry flight training in CONUS must attend the SET course in DLIELC before attending flight courses. SAOs may request exceptions from SATFA only when the IM has recent experience in English language flight or navigational environment.

#### **4-20. U.S. Army War College (USAWC) International Fellows Program (IFP)**

The USAWC IFP is unique to the Army schools. The program provides fellowships of approximately 1 year to selected senior Army officers from allied and other friendly nations. International fellows are given a chance to study and research in close association with the USAWC faculty and student body. To best suit the unique nature of the IFP,



the Commandant, USAWC may adjust the requirements of this regulation for ELT, dependents, academic reports, biographical data, and the IP in coordination with HQDA (SAUS-IA-DSA) and SATFA.

*a. Objectives.* The objectives of this program are to—

(1) Offer a chance for senior officer IMSs from allied and friendly countries to study, research, and write on subjects of significance to the security interests of their own and allied nations.

(2) Establish mutual understanding and good working relationships between senior U.S. officers and senior officers of selected foreign countries.

(3) Extend and improve the professional qualifications of military leaders of other nations.

(4) Enrich the educational environment of the USAWC.

(5) Improve the fellows' first-hand knowledge of U.S. culture and institutions through study and travel in CONUS.

*b. Prerequisites.* Officer selection should be governed by past demonstrated professionalism and estimated potential for future service at the national policymaking level. Specifically, officers selected should—

(1) Be destined to hold national level policymaking positions within their respective armies or defense agencies.

(2) Have completed at least 15 years of active military service.

(3) Be serving in a rank equal to U.S. lieutenant colonel, colonel, or newly promoted brigadier general.

(4) Have completed the country equivalent of 4 years' education at a U.S. college or university (baccalaureate level).

(5) Have completed U.S. Army Command and General Staff College or equivalent of their country or other country.

(6) Have both command and high-level staff experience (preferably battalion or brigade command and unified command or Service department level staff).

(7) Have the requisite academic ability and motivation to undertake study and research on military problems and issues at theater through national level.

(8) Score 80 or higher on the in-country screening ECL test. This prerequisite does not apply to countries exempt from all ECL testing requirements or granted a waiver by DSCA from in-country screening ECL testing requirement.

*c. Program description.*

(1) The IFP adds a dimension to the college that broadens the academic environment of both IMSs and faculty. The association of senior officers destined for high-level leadership positions in their respective armies can improve mutual understanding of national security problems, operations, and preparedness.

(2) International fellows arrive before the start of the academic year to allow for reception, orientation, and administrative processing. The college does not provide remedial language or other instruction to upgrade the overall entry qualification of international fellows.

(3) The status of fellow as opposed to student makes individual initiative an essential part of this program. Academic programs consist of a combination of study, research, and perhaps some teaching based on the fellows' preferences, skills, and professional needs. The program includes all unclassified resident course classes to ensure that the fellows receive the broad scope of the common overview part of the college curriculum. Also, fellows will take part as student members of seminar groups where they will have a chance to exchange views with U.S. as well as other international fellows. A large part of each program will be dedicated to individual study and research and to travel in CONUS.

(4) When access to U.S. classified military information is mutually beneficial to both U.S. and international fellows, disclosure authority will be solicited through HQDA (DAMI-CHS), WASH DC 20310-1043. Access to NATO or Central Treaty Organization (CENTO) classified information will be provided to international fellows from treaty nations upon receipt of access certifications as prescribed by treaty regulations.

(5) USAWC is authorized to perform travel coordination with CONUS Army installations to be visited by IFP participants as part of curriculum requirements.

*d. Selection procedures.*

(1) Each year DA (SAUS-IA-DSA), with the unified commands and USAWC, will recommend invited countries select an Army officer to take part in the IFP. Chief of Staff, U.S. Army (CSA) will send formal letters of invitation to the selected governments through the SAO. Selection of a country one year does not mean that the same country will be invited the next year. The SAO will not program attendance in IFP before receipt of formal letter of invitation from the CSA and acceptance by the country's chief of staff.

(2) An IFP information booklet will be sent by the USAWC to the SAO in those countries invited to participate in IFP. The booklet describes the program and contains the information necessary to determine a fellow's qualifications and interests for conducting research and study in a certain field. A registration form is included in the booklet for use by selectees in furnishing the USAWC with data required before their arrival.

(3) The SAO will ensure that the foreign CSA is aware of the recommended criteria specified in this regulation and will assist designated fellows with administrative requirements.

(4) Countries that select qualified officers to fill fellowships will return registration forms through the SAO to the

Commandant, USAWC (AWCA-IFP), Carlisle Barracks, PA 17013-5050, according to the schedule provided in the information booklet.

#### **4-21. National Defense University (NDU) International Fellows Program (IFP)**

The NDUIFP program provides fellowships of approximately one year to senior military officers selected from allied and other friendly nations. The Joint Staff, J7, oversees the Joint Education process, which includes NDU and the IFP. The President, NDU, manages the program through the Director, IFP. To best suit the unique nature of the IFP, the President, NDU may adjust the requirements of this regulation for ELT, dependents, academic reports, biographical data, and the IP in coordination with HQDA (SAUS-IA-DSA) and Director, SATFA.

*a. Objectives.* The objectives of this program are to—

- (1) Offer a chance for senior officer IMSs from allied and friendly countries to study, research, and write on subjects of significance to the security interests of their own and allied nations.
- (2) Establish mutual understanding and good working relationships between senior U.S. officers and senior officers of selected foreign countries.
- (3) Extend and improve the professional qualifications of military leaders of other nations.
- (4) Enrich the educational environment of The Industrial College of the Armed Forces and The National War College.
- (5) Improve the fellows' first-hand knowledge of U.S. culture and institutions through study and travel in CONUS.

*b. Prerequisites.* Officer selection should be governed by past demonstrated professionalism and estimated potential for future service at the national policymaking level. Specifically, officers selected should—

- (1) Be destined to hold national level policymaking positions within their respective armies or defense agencies.
- (2) Have completed at least 15 years of active military service.
- (3) Be serving in a rank equal to U.S. lieutenant colonel, colonel, or newly promoted brigadier general.
- (4) Have completed the country equivalent of 4 years' education at a U.S. college or university (baccalaureate level).
- (5) Have completed U.S. Army Command and General Staff College or equivalent of their country or other country.
- (6) Have both command and high-level staff experience (preferably battalion or brigade command and unified command or Service department level staff).
- (7) Have the requisite academic ability and motivation to undertake study and research on military problems and issues at theater through national level.
- (8) Score 80 or higher on the in country screening ECL test. This prerequisite does not apply to countries exempt from all ECL testing requirements or granted a waiver by DSCA from in-country screening ECL testing requirement.

*c. Program description.*

(1) The IFP adds a dimension to the college that broadens the academic environment of both IMSs and faculty. The association of senior officers destined for high-level leadership positions in their respective armies can improve mutual understanding of national security problems, operations, and preparedness.

(2) International fellows arrive before the start of the academic year to allow for reception, orientation, and administrative processing. The university does not provide remedial language or other instruction to upgrade the overall entry qualification of international fellows.

(3) The status of fellow as opposed to student makes individual initiative an essential part of this program. Academic programs consist of a combination of study, research, and perhaps some teaching based on the fellows' preferences, skills, and professional needs. The program includes all unclassified resident course classes to ensure that the fellows receive the broad scope of the common overview part of the college curriculum. Also, fellows will take part as student members of seminar groups where they will have a chance to exchange views with U.S. as well as other international fellows. A large part of each program will be dedicated to individual study and research and to travel in CONUS.

(4) NDU is authorized to perform travel coordination with CONUS military installations to be visited by IFP participants as part of curriculum requirements.

*d. Selection procedures.* Each year the Joint Staff, with the unified commands will recommend to the Chairman, Joint Chiefs of Staff (JCS), countries to be invited to participate in the NDU IFP. The Chairman extends invitations to the CHODs of countries he selectees to participate. The countries select officers of any service IAW the criteria listed in 4-21b. The DAO in the respective embassy of the United States will coordinate with the CHOD's staff to ensure the commended criteria are followed for selection, then assist designated fellows with administrative requirements. All coordination will be accomplished with NDU-P, International Fellows Program, Fort Leslie J. McNair, Washington, D.C. 20319-6000 Upon receipt of the chosen officer's name, the IFP office will send the officer, through the DAO, an information booklet. The DAO will insure that the IFP office is aware of travel plans of the selected officer. Army is the executive agent for NDU. The Director, SATFA (ATFA-R) should be advised of programming instructions once a country accepts an invitation.

#### **4-22. U.S. Army Command and General Staff College (USACGSC)**

The USACGSC is the next most senior school to AWC. To assist in the support of International Students, the Commandant, USACGSC, may adjust the requirements of this regulation for ELT, dependents, academic reports, biographical data, and the IP in coordination with SATFA, and DA as appropriate. The following guidelines govern the attendance of IMS at the USACGSC:

- a. All IMS officers selected for course 1-250-C2 at USACGSC are required to have an ECL of 80.
- b. There are two preparatory courses offered by USACGSC: The International Officer Preparatory Course (IOPC) and the Command and General Staff Officer (CGSO) Preparatory Course. Unless the IMS is specifically exempt from all ECL testing, the IMS will attend the IOPC. All IMS are required to attend the CGSO Preparatory Course.
  - (1) The International Officer Preparatory Course (2G-F67X) is 16 days in duration and is designed to enhance the IMSs ability to participate in the CGSC environment using the English language and to familiarize the student with the staff/small group instruction methodology and classroom environment. The course also provides an appreciation of the political, social and economic factors that have a bearing on U.S. people, their traditions and way of life. Training includes English language enhancement, military terminology usage, classroom participation exercises and local area, Fort Leavenworth, and CGSC orientation.
  - (2) Command and Staff Officer Preparatory Course (2G-F68) is 2 weeks, 10 days in duration. All IMS are required to attend this course, plus officer from other U.S. military services. Instruction includes U.S. military terminology, organization, tactics, logistics, and management. Informational Program topics are also presented through selected trips and guest speakers. The course provides the IMS with an appreciation of the political, social and economic factors, which have bearing on U.S. people, their traditions, and their way of life.

#### **4-23. U.S. Army School of the Americas (USARSA)**

- a. Although the practice of IMSs bringing their dependents to CONUS while attending courses is generally not encouraged, IMSs attending the following courses at USARSA are encouraged to bring their dependents at no expense to the U.S. Government:
  - (1) Command and General Staff Course (C&GS), Spanish.
  - (2) Combat Arms Officer Advanced Course (CAOAC), Spanish.
- b. IMET IMSs bringing their dependents to the above courses will receive the appropriate IMET supplemental living allowance.
- c. Dependents of C&GS and CAOAC IMSs will be authorized post exchange and commissary privileges.

#### **4-24. U.S. Army (USA) Sergeants Major Academy (SMA)**

The U.S. Army Sergeants Major Academy course of instruction is taught at Fort Bliss, Texas. The following information applies:

- a. *Scope.* The program is a task-based, performance- oriented course of instruction designed to prepare master sergeants and sergeants major for positions of responsibility throughout the defense establishment. Major subject areas include leadership, national security affairs, resource management, military studies, research projects, physical training and appearance, professional development, and a college electives program. Emphasis throughout is on the assigned and inherent duties, responsibilities, and authority of senior noncommissioned officers.
- b. *Prerequisites.*
  - (1) An ECL of 80.
  - (2) IMS must be in the equivalent grade of master sergeant or above.
  - (3) Students must meet weight and physical standards according to country requirements.
  - (4) IMSs must be on active duty.
- c. *Duration.* The course length is 9 months.
- d. *Selection procedures.* DA, together with the unified commands and USASMA, recommends countries to be invited. Upon approval, CSA will send formal letters of invitation to the selected governments through the SAO.

#### **4-25. Extension or correspondence courses**

- a. IMS participation in a U.S. Army Correspondence Course Program on a reimbursable basis will be encouraged by service schools and SAOs to the extent proper for the country concerned. Countries wishing to take part in the correspondence course program will be required to set up an FMS case with SATFA. IMET expenditure is not authorized.
- b. Applications for enrollment will be sent through, approved, and serviced by the appropriate SAO of the country. Applications will be forwarded to Director, SATFA (ATFA-R), for fund certification and forwarding to the proper school or activity.
- c. DA Pam 351-20 series outlines those correspondence courses available. Within security limitations, copies of correspondence course sub-courses, including instructional material, tests, and answer sheets, can be furnished to the SAO. The SAO will distribute the lesson material to the IMS. The U.S. Army Training Support Center (ATSC), Fort

Eustis, VA 23604-5166 (or the school distributing the course) will grade the answer sheets and sub-course examinations and maintain the academic record of the student.

*d.* All correspondence with the IMS in administering the correspondence course program will be routed through the SAO, who will monitor the progress of the IMS.

#### **4-26. Programming cycle**

*a.* SAOs or unified commands will submit their annual program to SATFA and other agencies as directed by the published suspense date.

*b.* SATFA will request spaces from TRADOC, PERSCOM, other MACOMs, and Services as soon as the school schedules are available.

*c.* SATFA will allocate spaces to the SAO as soon as they are obtained. SAOs should accept or decline space as soon as possible. Acceptance or declination messages must include—

- (1) WCN and case designator (if applicable).
- (2) MASL ID.
- (3) Course title.
- (4) Course number.
- (5) Other information as directed in the SATFA formal training allocation letter.

*d.* When a program change is required, the SAO should send a message, fax or electronic mail directly to SATFA (ATFA-R) with an information copy to the unified command and to DA for AWC, CGSC, SMA. Since quotas are much more difficult to obtain after the initial distribution, SAOs should keep declinations and changes to a minimum.

*e.* Schools will be provided a monthly training activity program roster (TAPR) by SATFA. The TAPR will include data on project IMS load for current and coming FYs.

*f.* SATFA will be notified of the cancellation of programmed CONUS training a minimum of 60 days before the class-start date. Cancellation notification will include HQDA (SAUS-IA-DSA), unified commands, and all interested installations. It will also identify the WCNs, FMS case designator (if applicable), and courses being canceled by starting dates. If medical training is involved, the Commander, U.S. Army Medical Department Center and School (AMEDDC-S) will be included for medical training.

*g.* For Senior Service School (AWC, NDU, CGSC, SMA, SATFA) will program these schools into the STLs but will not be permitted to add class dates until country has been officially offered seating by HQDA (SAUS-IA-DSA) and country has confirmed that they accept seat invitation/ allocation.

#### **4-27. Civilian IMSs**

Requests for U.S. Army activities to train non-DOD USG-sponsored international civilians will be submitted to DSCA.

#### **4-28. Training at civilian institutions**

DSCA may grant an exception to train IMSs at civilian institutions if the training is degree producing and if it is part of or a follow on to a formal U.S. Army course of instruction. This training would be paid for under FMS.

#### **4-29. Training Literature**

*a.* The U.S. Army Publishing Agency (USAPA) is the Army point of contact (POC) for requisitioning all DA-approved paper and CD-ROM publications and forms. Electronic training publications may be found on the Army Doctrinal and Training Digital Library on the Internet. The site may be accessed from the USAPA home page ([www.usapa.army.mil](http://www.usapa.army.mil)).

*b.* The Commandant, USARSA, is the Army POC for the Spanish language publications program. SAOs may obtain U.S. Army doctrinal publications in Spanish from USARSA as follows—

(1) Address message or letter to USARSA with information copy to Commandant, USARSA, ATTN: ATZL-SA-DOS, Building 35, Wold Road, Fort Benning, GA 31905-6245.

(2) Request only those publications in publications catalog. Quantities are limited on “as available” basis.

*c.* The Commander, USASAC, is the Army POC for requisitioning training aids, devices, and equipment.

#### **4-30. FMS training requirements**

a. FMS training requirements for; Australia, United Kingdom, New Zealand, Israel, and Canada are submitted directly to SATFA by their respective country representatives in Washington, DC, as follows:

- (1) Australian Army and Air Force Staff.
- (2) British Army Staff.
- (3) New Zealand Defense Staff.
- (4) Israeli Defense Attaché.
- (5) Canadian Defense Liaison Staff.

b. SATFA will take appropriate action on such requests. Approval or disapproval of requirements is provided to the country representatives, in a(1) through a(5) above, by SATFA without referral to in-country U.S. representatives.

#### **4-31. On-the-job training (OJT) and observer training (OBT)**

a. In OJT the IMS learns by actually doing a specific task. In OBT the IMS trains beside U.S. personnel and learns by observation. Neither escorts nor interpreters are authorized for this training.

b. Current assets with U.S. Army training activities and units prevent offering OJT or OBT on a large scale. Training should be requested only when completely justified as a definite requirement to accomplish the in-country training mission. It will not be used to acquire minimum training time to satisfy SAMM requirements or country regulations.

c. OJT and OBT at HQDA or major Army commands are not authorized.

d. OJT and OBT will normally be conducted on an unclassified basis. If classified information is to be disclosed during the training, SATFA must be provided a detailed narrative of the information, so that disclosure authority can be requested.

e. Activities should use the standard weekly OJT or OBT rates provided by OASA-FM unless actual costs are captured and exceed those rates. Training for any portion of a week will be charged this full weekly rate (for example, OJT lasting 4 weeks and 3 days will be charged for 5 weeks at the standard rate).

f. OJT and OBT training with Army National Guard of the United States (ARGNUS) and U.S. Army Reserve (USAR) units will be conducted under normal Security Assistance training (that is, IMET, FMS) programs.

#### **4-32. Limitations of OJT and OBT**

OJT and OBT will be provided IMSs at CONUS Army installations under the following conditions:

a. *OJT.*

(1) The IMS is scheduled to attend two or more courses at the same school with an interval of more than 5 working days between the end of one course and the beginning of the next. The type of training to be furnished will be decided by the school commandant.

(2) The IMS is scheduled to attend two or more courses at separate service schools with an interval between schools of more than 5 working days, exclusive of processing and travel time. In these courses, school commandants will conduct OJT before the IMS travels to the next school.

(3) The IMS is removed from classroom instruction during classified portions of courses because access to the classified information has not been granted. The type of training to be furnished will be as decided by the school commandant.

(4) The IMS requires OJT to develop a specific skill, not covered during the formal course of instruction, which is directly related to home-country duty assignment. This training will be planned in advance and included in the country's training program. Detailed requirements for the training must be furnished, as well as specific areas of interest and type of materiel used by the country.

(5) OJT will not exceed 2 weeks except when strong justification is furnished by the country and approved by SATFA.

(6) Requests for unprogrammed OJT will be forwarded to SATFA no later than 120 days before requested start date. Requests will include the information contained in figure 4-2.

b. *OBT.*

(1) OBT will be authorized only when no course covering the desired training is available. The length will be determined by the training objectives. CONUS OBT normally will be scheduled for at least 2 weeks and not more than 6 months.

(2) OBT will be planned in advance and included in the country's training program. Detailed requirements for training and specific areas of interest will be furnished, as outlined in figure 4-2.

(3) Requests for unprogrammed OBT will be forwarded to SATFA no later than 120 days before requested start date.

#### **4-33. Administration of OJT and OBT**

- a.* OJT or OBT programmed according to paragraph 4-31 will be included in the basic ITO (fig 7-1).
- b.* OJT or OBT included in ITO, but not requested according to procedures in paragraph 4-31, will not be arranged.
- c.* OJT or OBT will not be scheduled at CONUS schools, installations, and units during the Christmas holidays. (This period is approximately 17 December through 5 January.)
- d.* Requests for medical OBT will be accompanied by one copy of the complete biographical data for each IMS and will include specific data as follows:
  - (1) Prior training, including an estimate of the professional stature of medical schools and hospitals where training was received, as compared with recognized institutions in the United States.
  - (2) Actual professional experience.
  - (3) English language proficiency, both written and oral.
  - (4) Other pertinent available data.
- e.* Medical internships, Residencies and Fellowships are not available in U.S.
- f.* OJT and OBT at overseas schools and installations will be provided according to the policies established by the commander of the unified command.
- g.* Normally, IMSs OJT have had formal courses of instruction and should have already been introduced to the IP. Therefore, primary emphasis should be to give IMSs practical instruction experience. In the off-duty time available, IMSs should be made to feel welcome in the community where they are undergoing training and should be encouraged to take advantage of local activities. A resume of IP topics previously presented during the formal school phase will be forwarded to the installation commander designated to provide OJT.
- h.* For those IMSs observers with no prior IP experience, more emphasis should be placed on the specific type of technical training for which they have been selected. However, since they have not participated in the normal program presented by a school, arrangements should be made to present as many of the IP topics as possible within the time available.

### **Section V**

#### **Department of the Navy**

#### **4-34. Foreign military sales training (FMST) programming**

Annual FMST requirements should be submitted at the unified command annual training workshops together with the IMET programs; however, FMST may also be arranged directly between the Washington, DC, country representative and Navy IPO, or directly between the SAO and Navy IPO. Requests for FMST for Marine Corps training should be submitted at the unified command annual training workshops; however, they may be forwarded directly to CG MCCDC. Such requests are subsequently coordinated with Navy IPO and NETSAFA for support in the completion of the required FMS training case. Coast Guard Commandant (G-CI) will act as central authority for planning and programming all Coast Guard training. Policy and procedural differences will exist for Coast Guard training (that is, OJT, dependents, ship transfers, et cetera).

#### **4-35. Medical and dental observership training**

SAOs scheduling observership must include a format with their program submission. NETSAFA will forward program items on medical and dental observerships to BUMED for details as to convening dates and location. Such observership will normally be scheduled for periods of either 12 or 26 weeks.

#### **4-36. Contracting for FMST**

In fulfillment of DON responsibilities to provide training for IMSs in connection with the sale of equipment, weapons systems, or services, situations will arise that preclude training in DON schools as they are presently organized. Contractor services may have to be obtained to provide the desired training.

- a.* When foreign training is conducted in CNET schools but requirements cannot be met because of a shortage of instructors, CNET is responsible through the appropriate Navy Field Procurement Activity (NFPA) for contracting civilian instructors. CNET will then prepare the statement of work and will monitor performance of the contractor.
- b.* When foreign training is conducted in CNET schools but requirements cannot be met because of limited capacity, availability of training equipment, or national disclosure policy, CNET is responsible through the proper NFPA for contracting training services to be conducted at a contractor's site. CNET will then prepare the statement of work and monitor performance of the contractor.
- c.* When a Navy or Marine Corps SYSCOM is adding new equipment or systems to the U.S. Fleet or Marine Force, or is procuring new equipment peculiar to the foreign customer (non Service-approved or supported by the DON system), the SYSCOM is responsible for contracting factory training.

#### **4-37. Visiting individuals or units**

In the absence of statutory or other legal authority to the contrary, any training (or other service) provided foreign

nationals or units (including air crews, EOD units, SEAL teams, et cetera) visiting DON activities will be subject to the AECA or the FAA as applicable. SECNAVINST 5510.34 provides details on approval procedures for visits.

#### **4-38. Naval Command College**

The NCC is a graduate-level course for senior naval officers of allied and friendly nations. It provides 10 months of intensive study in Strategy and Policy, National Security Decision Making and International Maritime Operations in conjunction with the College of Naval Warfare at the Naval War College (NWC) in Newport, Rhode Island. Class size is limited to encourage personal interaction with classmates. For this reason, CNO controls the frequency of invitations to any given country to ensure mix of larger and smaller navies, thus providing the optimum avenue for the exchange of maritime concepts.

*a. The objectives of the NCC are to—*

(1) Develop mutual perspectives of international situations among allied and friendly navies, and between those navies and the United States Navy.

(2) To provide instruction, at the post-graduate level, those senior officer of allied and friendly navies who have shown the clear potential to be chiefs of their services.

(3) To enrich the academic environment of the NWC.

(4) To provide an environment which showcases U.S. culture, institutions, and values.

*b. Prerequisites.* Candidates for NCC should—

(1) Hold the rank of Commander or Captain U.S. Navy equivalent. Waivers will not be granted.

(2) Score 80 or higher on the in-country screening ELC test unless exempt by other statutes. Waivers will not be granted.

(3) Have demonstrated high leadership and academic potential during career thus far.

(4) Have been extended a personal invitation by CNO via appropriate in-country service chief. No alternate invitation procedures are acceptable.

#### **4-39. Additional training for IMSs while at U.S. installations**

Training for IMSs at DON installations should be scheduled well in advance to assure proper programming. This assures that the desired training is available when required. For purposes of this regulation and the administration of students, the term "CONUS" includes U.S. Navy Schools in Hawaii, unless otherwise specified.

*a.* Occasionally, situations arise where changes in programmed training are necessary. Every attempt must be made to keep these to a minimum and to reduce their impact. The addition of extra lines of training to that initially scheduled for an IMS must have the concurrence of the IMS's government, the SAO, the unified commander, Navy IPO, and either CG MCCDC for Marine Corps SA training or NETSAFA for Navy SA training. If the IMS is under the sponsorship of another Service, approval must also be obtained from that Service's security assistance activity.

*b.* IMSs' requests for additional training should be discouraged. IMSs will be advised that additional training should be requested through their own military Service, via their naval or military attaché or other official representative, minimum of 60 days before completion of the current training course.

#### **4-40. Acceptance of training**

NETSAFA will inform SAOs of approved and funded IMET orders by naval message. SAOs will validate IMET orders by program changes. If no program changes are received, IMET orders are considered to be accepted. This procedure requires effective program scrutiny by SAOs to quickly identify and report program changes.

#### **4-41. Training at nonmilitary institutions**

This training is authorized for IMET IMSs only if equivalent training is not available from U.S. military facilities. DSCA approval is required before programming. If a country eligible for FMST only desires training at a civilian institution, this training will be negotiated directly by the country with the civilian institution concerned. In these cases, issuance of ITOs will not be authorized as training will not be within the purview of the DON SATP.

#### **4-42. Accompaniment by dependents**

*a.* Although the practice of IMSs bringing their dependents to CONUS while attending courses is generally not encouraged, they are encouraged to bring their dependents while attending the following courses:

(1) Naval Command College.

(2) Naval Staff College for International Officers.

(3) Marine Corps Command and Staff College.

(4) Marine Corps Amphibious Warfare School.

(5) School of Advanced Warfighting (USMC).

(6) Long-term resident postgraduate courses at NAVPGSCOL (excludes those in the aviation safety curriculum and at DRMI).

*b.* IMET IMSs bringing their dependents to the courses in a (1) through (6) above will receive the full IMET living

allowance allowable; for example, that living allowance based on the non-availability of government quarters and messing facilities.

#### **4-43. Ship transfer, overhaul, and refresher training**

Subject to appropriate congressional approval or notification, it is the policy of the U.S. Navy to transfer ships under SA to eligible foreign governments or international organizations with a minimum use of U.S. Navy personnel. An adequate degree of training in general operational readiness is expected. Training of crews incident to the transfer of a U.S. Navy ship by sale, grant, lease, or loan to the foreign government is coordinated by Navy IPO under the SA program.

*a. Guidelines.* Guidelines for disclosure of classified information relating to international military training procedures incident to the transfer of sale, loan, lease, or grant of ships under the SA Program are set forth in SECNAVINST 5510.34. The SECNAVINST 4900.48 provides information and instruction pertinent to implementing the transfer of U.S. Navy ships to foreign governments.

*b. Ship overhaul training.* When the SAO requests an overhaul for a foreign naval vessel, it will also prepare, as a portion of the basic program, a request for suitable training to be given to the crew of the foreign naval vessel during the overhaul period.

*c. Medical and dental screening.* If IMSs of foreign naval ships being overhauled use messing and berthing facilities at U.S. Navy activities ashore, the local U.S. Navy authority concerned will ensure that such IMSs are medically screened. IMSs of foreign ships undergoing overhaul who receive training at U.S. Navy activities during the overhaul period will also be medically screened. The activity accomplishing the medical examination will endorse the ITOs to the effect that a physical examination was conducted according to this regulation.

*d. Classified material related to ship turnover.* The release of classified material in connection with a ship turnover will be processed according to SECNAVINST 5510.34.

*e. Authorization for transfer crew training.* All requests for foreign transfer crew training, classified or unclassified, will be submitted through the chain of command to Navy IPO, with copy to the cognizant offices, for determination of feasibility. Upon receipt of approval, it is the responsibility of the requester to ensure that such training, if classified, is authorized by competent authority. This can be accomplished as follows.

(1) When it has been positively established that the training uses no classified information other than those manuals or publications that have been authorized for release in conjunction with turnover of the ship, U.S. Navy commands may provide ship transfer crew training without additional training disclosure authorization from higher authority. If any doubt exists, a request for authorization will be submitted to Navy IPO with a list of classified material proposed for release. SECNAVINST 5510.34 applies.

(2) If classified information exceeds that turned over with the ship, disclosure authorization must be requested from higher authority as follows—

*(a)* If the training is to be accomplished at U.S. Navy commands or activities subordinate to a Fleet CINC, the disclosure authorization should be requested from the pertinent Fleet CINC who has authority to authorize disclosure according to SECNAVINST 5510.34.

*(b)* All other cases must be submitted to Navy IPO for disclosure authorization.

*(c)* All training, classified or unclassified, to be conducted in a naval shipyard requires the prior approval of COMNAVSEASYS COM.

(3) In certain instances, a country or international organization will require refresher-type training in which its own ships are used. Some of this training involves ships built in the United States for a foreign government or international organization or transferred under the SA program. In almost all instances, the ship has U.S. equipment in varying quantities. SAOs desiring this type of training for a country should follow the procedures below:

*(a)* As far in advance as possible, submit total requirements to Navy IPO, with information copies to all concerned and with minimum distribution being Fleet CINC, Unified Commander, COMTRALANT/COMTRAPAC, COMNAV-SURFLANT / COMNAVSURFPAC, COMNAVAIRLANT / COMNAVAIRPAC, COMNAV-SUBLANT/COMNAV-SUBPAC, NETSAFA, COMNAV-SUPSYSCOM, COMNAVSEASYS COM, COMNAV AIRSYS COM, FLETRAGRU, and all others involved.

*(b)* These requirements will be in as complete detail as possible. The types of training desired, length of training, dates of commencement and termination, and method of funding formal training courses envisioned for members of the crew must be provided. MTT or technical assistance requirements for such things as weapons systems and communications systems, and level of competence of the crew, must be addressed.

*(c)* Navy IPO will task the appropriate command to provide feasibility of the training requested, recommendations as to alternate dates and training arrangements, and cost of the training. Navy IPO will authorize direct liaison as appropriate.

*(d)* The selected command may recommend that minimum safety-related training (for example, fire fighting and damage control) be conducted before underway training to provide assurance of safety of observers.

*(e)* Countries or international organizations eligible for IMET may, if they deem feasible, program such training using IMET funds, provided that such program is submitted via the unified commander according to existing directives.



FMS countries or international organizations will be issued a training LOA to cover estimated expenses of the training cruise. In some instances, a training cruise may involve the issuance of both material and training LOAs, or may provide for the training as a line item in a material LOA. The Navy IPO regional division for the country or international organization concerned will be the focal point for all queries concerning the training cruise. Countries and or international organizations should be thoroughly briefed by the SAO on all points contained in the LOA.

(f) It is usually helpful to all concerned if a preliminary meeting is convened at which the country or international organization and U.S. representatives have the opportunity to discuss in detail the aspects of the training cruise.

#### **4-44. On-the-job training (OJT) or observership training**

OJT or observership training is conducted on a planned program of supervised instruction devoted to practical application of previously achieved skills usually related to a formal course of instruction.

##### *a. Policy.*

(1) Programmed OJT or observership will normally supplement formal training received at a school. This training will be planned in advance in the country's training program. It will include detailed requirements for training in specific areas of interest and on types of material used by the country concerned. OJT or observership training conducted independently and not in conjunction with formal courses of instruction will be authorized in CONUS only when no course covering the desired training is available. Detailed objectives must be submitted at the time of the initial request.

(2) OJT or observership on board U.S. installations, afloat or ashore, regardless of duration, is fully reimbursable, either from IMET or FMS funds.

(3) OJT or observership provided to a U.S. Navy employee (direct or indirect hire regardless of nationality or location) will be paid from MILDEP appropriated funds.

(4) Any training provided a foreign country that results in identifiable expenses to the USG is fully reimbursable. In some instances these expenses may be minimal, such as OJT or observership for an FMS IMS aboard a fleet unit when the only identifiable expense is the dedicated service of U.S. military personnel or transportation of an IMET IMS to and from a unit using U.S. resources. Regardless of the amount, identifiable expenses must be recouped.

##### *b. OJT or observership with Marine Corps units or activities.*

(1) Requests for OJT or observership with Marine Corps units or activities should be submitted to CG MCCDC with the initial request for training. Programmed OJT or observership will normally supplement formal training received at a Marine Corps school. Marine Corps OJT or observership will not be scheduled unless the IMS has complete adequate Marine Corps or Marine Corps-related training prior to enrollment in OJT or observership.

(2) Requests for OJT or observership submitted after training PMR must be received by CG MCCDC not later than 90 days prior to the proposed commencement of training.

(3) Marine Corps OJT or observership training must be scheduled for a minimum duration of 1 week. No more than three OJT or observership training periods can be scheduled consecutively.

##### *c. OJT or observership with fleet units.*

(1) Requests for OJT or observership aboard U.S. SIXTHFLT units will be coordinated directly by the SAO with CINCUSNAVEUR, with an information copy to the unified command, NETSAFA, and others as appropriate.

(2) Requests for OJT or observership aboard U.S. SEVENTHFLT units will be coordinated directly by the SAO with CINCPACFLT, with an information copy to the unified command, NETSAFA, and others as appropriate.

(3) Requests for OJT or observership aboard fleet units other than specified in (1) and (2) above will be directed to NETSAFA, with an information copy to the cognizant unified command and all concerned.

(4) As indicated in a (1) above, OJT or observership will normally be included in the country's planned fiscal year training program. Requests submitted after training PMR will be directed to NETSAFA, with an information copy to the appropriate U.S. Navy command. NETSAFA will coordinate with the appropriate U.S. Navy command to determine feasibility and cost. An update to the country program will be made if required.

*d. OJT or observership with naval industrial fund (NIF) activities.* OJT or observership with NIF activities such as NAVAVNDEPOTS; NAVORDSTA, Indian Head, MD; NAVORDSTA, Louisville, KY; NAVWPNSTA, Concord, CA; and NAVWPNSTA, Seal Beach, CA, must be fully funded before commencement of training.

#### **4-45. Correspondence and self-study courses**

OSD policy precludes programming of correspondence or self-study courses under IMET. There is no objection, however, to programming this type of training under FMS, provided the established criteria for enrollment are met. The FMS case must be requested from Navy IPO. Classified correspondence or self-study courses are not available to IMSs. Correspondence courses are available from CNET, Pensacola, FL; NAVPGSCOL, Monterey, CA; NAVWARCOL, Newport, RI; Marine Corps Institute, Washington, DC; and BUMED, Washington, DC. Catalogs listing courses in detail are available from the foregoing activities upon direct request. Direct liaison is authorized as necessary to obtain these publications.

##### *a. Programming procedure.*

(1) Requests for a correspondence or self-study course, once the particular course is determined, will be submitted to

NETSAFA (for all Navy courses) or to CG MCCDC (for all Marine Corps courses) with all available data to expedite processing. The SAO or other official requester should use the appropriate MASL ID when programming or requesting these courses. The name and grade of the student, as well as a complete APO or FPO mailing address, is required prior to shipment of any correspondence or self-study courses. NETSAFA or CG MCCDC, as applicable, will authorize the cognizant activity to provide the course of the country via the SAO. NETSAFA or CG MCCDC will advise all concerned of the cost involved and the amount to be charged against the case. The request will be an integral part of the training program.

(2) A WCN will be assigned to each request. For Navy courses only, at the option of the SAO or requesting country, a WCN may cover one course or a number of courses. This option is not available for Marine Corps courses. As courses are ordered and provided, the appropriate case will be billed. The country will pay only for those courses received, as in the case of formal training courses.

(3) NETSAFA or CG MCCDC is responsible for tracking this training as with other FMS training. NETSAFA is responsible for all billing for this training.

*b. Costing.* NETSAFA is responsible for coordinating course costs for correspondence and self-study courses. Each course will be assigned all appropriate course costs. In developing these prices, the cost of printed matter will be computed in addition to other appropriate factors. Billing and collecting procedures prescribed for FMS training will be used in connection with recovery costs for correspondence and self-study courses. These costs will be revised on an annual basis as part of the general MASL update. However, once these costs are established for a particular fiscal year, they will remain unchanged for the duration of that year.

*c. Self-study courses at NAVPGSCOL.* It is advantageous to the NAVPGSCOL and to officer IMSs entering its curricular programs to have completed graduate preparatory studies before entry. Self-study materials prepared in English can be made available on a loan basis to specific IMSs who have an assigned entry date at the NAVPGSCOL. A Publication entitled "Catalogue of Off-Campus Self-Study Credit Courses," prepared by the Office of Continuing Education, Code 500, Naval Postgraduate School, Monterey, CA 93943-5000, is available upon request. Direct liaison is authorized between SAOs and the NAVPGSCOL for administrative queries concerning the courses available. For programming, however, the requests must be submitted to NETSAFA. Any specific programming requests received by the NAVPGSCOL from an SAO or foreign country will be referred to NETSAFA for official processing.

*d. Constraints.* Correspondence or self-study courses will not be provided to IMSs (either military or civilian) unless they are officially requested by an appropriate representative from the customer country. Requests from individual IMSs will be returned with a statement that only requests submitted through the SAO will be honored and given consideration. Requests received by telephone will not be accepted.

*e. Sales of course materials.* Countries desiring to purchase correspondence or self-study course materials, but not for enrolling a trainee, will do so under current procedures involving the sale of material. These materials will be purchased through a direct requisitioning procedures (DRP) case or through a material FMS case established specifically for this purpose.

*f. Questionable situations.* In instances where a SAO is doubtful as to how to proceed in a case involving the courses and materials discussed in e above, NETSAFA should be queried.

## **Section VI**

### **Department of the Air Force**

#### **4-46. Training standards**

*a.* IMSs will attend classes with their USAF counterparts except for courses specifically established for them. IMSs enrolled in formal training courses will be required to achieve the same standards of proficiency established for USAF students as far as possible. Special training methods, individual attention, additional training time, and oral or practical tests may be employed to maintain class standards. Actions taken in this respect will be reported to AFSAT, info the appropriate air component command (USAFE/PACAF/12AF) immediately by electrical transmission or AF Form 1761 (International Student Status Report), identifying the IMS country project and line number, WCN, and new graduation date.

*b.* Flying IMSs may be held over one class when necessary to overcome either flying or academic deficiency. These IMSs will be credited with the skill level equivalent to the average flying hours of the class to which they are being held over. When it becomes apparent that additional flying hours are required, the MAJCOM will advise AFSAT, with an information copy to SAF/FMBIS. Cost data will be identified, the SAO/country advised, and the training line adjusted, as appropriate.

*c.* Physiological training provided by foreign countries can be recognized by HQ USAF/SGPA on a case-by-case

basis. Countries requesting evaluation of its physiological training must forward a request to AFSAT with full details of standards, course outline, altitude chamber training, and overall program.

*d.* Professional and technical IMSs may be held over not to exceed 30 days when it appears reasonably certain that the additional training will enable them to complete the course successfully.

*e.* Proficiency advancement is used in instances when an IMS is fully qualified and can complete scheduled formal training, familiarization, or qualification in less than the scheduled time.

*f.* Holdover actions for CONUS IMSs in excess of those authorized in *d* above are subject to prior approval from AFSAT, the SAO, or country. All advancement and holdover sections will be reported to AFSAT as stated in *a* above.

#### **4-47. Military Assistance Articles and Services List (MASL) items**

The training items listed in the MASL are not necessarily restrictive. Full consideration will be given to providing other training when required, if requests are accompanied by justification and sufficient detail to identify the requirement when forwarded to AFSAT.

#### **4-48. Classified training**

Dates or availability of classified training will not be provided unless the country has been cleared to receive the training through disclosure channels.

#### **4-49. IMS training**

Interpreters will not be used to conduct USAF training.

#### **4-50. USAF training of non-Ministry of Defense personnel**

USAF training of non-Ministry of Defense personnel will be according to the procedures in paragraph 4-10(c).

#### **4-51. Contractor training**

*a.* AETC is the focal point for all contractor-provided training whether in CONUS or in the territory of the purchaser. Assistance may be required from other major commands in preparing the statement of work (SOW) or the contracting process may be delegated to another major command when deemed appropriate. However, all requests for contractor-provided training will be forwarded to and monitored by AETC.

*b.* P&A or LOA requests will be processed according to current guidance under AFMAN 16-101, DOD 7000.14-R, Volume 15, and DOD supplement to part 25 of the Federal Acquisition Regulation (FAR). See figure 4-3 for the checklist for contractor (type 1) training.

*c.* FMS programs should be structured to utilize customer country's aircraft for contractor training. If necessary, acceleration of initial aircraft deliveries should be explored to meet early training requirements if delayed delivery to country is unacceptable.

#### **4-52. FMS training programs**

Eligible countries interested in USAF training which is not related to the provision of Major Defense Equipment (MDE) will forward their request for P&A or LOA to AFSAT, with information copy to the appropriate SAF/IA regional division. Usually, such requests are for P&A for a certain course or a number of courses for a number of IMSs.

#### **4-53. Implementation of FMS**

Upon receipt of the signed LOA, AFSAT directs the appropriate implementing command to implement the FMS training case. The directive is issued by message or letter.

*a.* AFSAT receives obligation or expenditure authority and develops and issues a training project or instruction to the SAO or designated FMS representative. The implementing instruction generally authorizes the issuance of ITOs.

*b.* AF appropriations initially finance FMS training cases and are reimbursed immediately upon notification of the IMS's entry into training by the training installation. Tuition rates indicated on the FMS cases are estimates only.

#### **4-54. Medical requirements**

For a rated IMS, the SAO must ensure that all available medical and dental records, in English, arrive at the flying training installation 30 days before training start date. This is required so that the Director of Base Medical Services (DBMS) can determine if the IMS has had an adequate physical examination for flying within the preceding 3 months and is qualified under class II standards (AFI 48-123). If the IMS does not meet both conditions, the IMS will be further examined and processed according to AFI 48-123. If he or she qualifies, the DBMS clears the individual without further examination. If the rated IMS does not meet the physical qualifications when the records are screened by the DBMS, ITOs should not be issued.

#### **4-55. IMS selection**

*a.* IMSs selected for training under SA must meet the ECL requirements for their particular training. Waiver of ECL

requirements for entry into courses other than language will be considered on a case-by-case basis. In addition, IMSs must meet the prerequisite qualifications for CONUS formal training set by the MAJCOM as outlined in AFCAT 36-2223. Requests for waiver of prerequisites outlined in AFCAT 36-2223 and ECL will be submitted to AFSAT for staffing with the MAJCOM, with information copies to the major command providing the training and to SAF/IAX.

*b.* IMSs are classified as officers, warrant officers, officer candidates, NCOs, or airmen, according to their equivalent USAF military grade as specified in their original ITOs. Accordingly, IMSs assume the same responsibilities as U.S. personnel.

#### **4-56. Correspondence courses**

IMSs attending training in CONUS under SATP sponsorship may be enrolled in correspondence courses offered by the Extension Course Institute (ECI) if funded under an FMS publication "P" case.

*a.* Correspondence courses, or any other off-duty education or training, must not be in conflict with SA training.  
*b.* Correspondence course requirements for IMSs not attending CONUS training should be processed according to provisions in the ECI catalog, with the exception of PME correspondence courses.

*c.* The ECI Catalog and Guide and changes to this publication may be obtained by direct request from the SAO to CADRE/EDECA, 50 South Turner Blvd, Maxwell AFB Gunter Annex, AL 36118-5643.

#### **4-57. Professional military education (PME) correspondence courses**

International officer or civilian applications for enrollment in the professional military education correspondence courses will be submitted by the in-country U.S. representative. The U.S. representative will sponsor the applicant and ensure that criteria as outlined in AFI 36-2301, chapter 11, are adhered to for PME correspondence courses (Air War College, Air Command and Staff College, and Squadron Officer School).

*a.* The U.S. in-country representative will determine that an FMS publication "P" case exists for the country or advise the country to establish a case through AF Materiel Command Air Force Security Assistance Center (AFSAC).

*b.* The applications for PME correspondence courses will be forwarded to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302 by the U.S. sponsor endorsing the application. AFSAT will advise the sponsor if the application is disapproved; if approved, the requirement will be forwarded to AFSAC/CV, 1822 Van Patton Drive, Wright-Patterson AFB, OH 45433-5337 to apply against the applicable "P" FMS case. AFSAC/CV will notify the Air University to enroll the applicant in the appropriate PME correspondence program.

*c.* All course materials must be transmitted through U.S. channels to and from the Air University and the U.S. sponsor in country.

#### **4-58. PME seminar program**

International students stationed at USAF installations or under SATP sponsorship may attend PME seminar programs. Applications should be submitted to SAF/IADV through FMS channels and should cite an FMS "T" case for reimbursement purposes.

#### **4-59. Training aids**

Country requests for English language equipment under IMET will include requirements in the Army IMETP (N9A). Air Force training aids must be requested under an FMS "E" case.

#### **4-60. Publications**

*a.* Country requests for English language publications under IMET will include these requirements in the USAF IMET program (N9B) according to the instructions in paragraph 3-2c(6). Countries not eligible for IMET will process requirements or requisitions through AFSAC/XMPP under an FMS "P" case.

*b.* Country requests for training publications (for example, course charts, plans of instruction, student training specifications) not in support of their in-country ELT program will be processed through AFSAC/XMPP under an FMS "P" case.

*c.* Countries requiring large quantities of USAF directives will process requests through AFSAC under an FMS "P" case.

*d.* Air Force manuals, regulations, forms, and pamphlets for SAO use are ordered through the publishing distribution office (PDO) of the SAO.

#### **4-61. Training films and film strips**

Available films are listed in DOD 5040.2C. Guidance for processing requests is in AFMAN 16-101. Request should be sent to AFSAC, 1822 Van Patton Drive, Wright-Patterson AFB, OH 45443-5337. Training films and film strips are provided under an FMS "F" case.

#### **4-62. Scheduling and implementation**

*a.* AFSAT, in coordination with other functional commands, will tentatively schedule training to meet requested

requirements. Details on the training will be included in the STL, which will be forwarded to the SAO or designated FMS representative at the earliest possible date. Upon receipt, the SAO or designated FMS representative will review class starting dates and advise AFSAT of dates that cannot be met so rescheduling may be accomplished or spaces deleted from the existing documents. Rescheduling or cancellation of line items must be submitted to AFSAT at least 60 days before class entry dates to preclude a forfeiture charge. To preclude a cancellation, action should be taken by the SAO or county representative to select and process alternate IMSs as back-ups (complete in-country language training and briefings).

b. IMSs will be enrolled only in the training indicated in the applicable ITOs and in the STL. Requests for additional training must originate with the country concerned and be forwarded through established deviation channels.

#### **4-63. Acceptance of training**

Upon receipt of authority to publish ITOs, which constitutes a commitment of funds, SAOs or the FMS designated representative will advise AFSAT by project line number or WCN of acceptance or non-acceptance of training. Acceptance of training by line or WCN numbers constitutes an obligation. The acceptance must be forwarded before the ITOs are published. Deviation action is necessary to delete any line items that the country does not accept. Non-acceptance or cancellation of training must be processed to arrive at least 60 days before scheduled class start date to avoid a forfeiture charge, regardless of when authority to publish the ITO is received.

#### **4-64. Familiarization and qualification training**

Qualification training is a portion of a dual channel on-the-job training program designed to provide the performance skills required for the job. Qualification training for IMS can be provided by USAF or contractor personnel in conjunction with the establishment of an in-country on-the-job training program. Familiarization training provides practical experience and job-related training for specific systems, functional areas, or operations that require hands-on experience but does not provide for skill-level upgrading. Familiarization training can be provided in the CONUS for a period of not less than 1 week at each location. Familiarization training involving more than one location for a short duration must be considered as an orientation tour (OT) since planning, scheduling, and arrangements are the same as an OT.

a. For all familiarization training, the SAO will forward the request to AFSAT for evaluation of training capability. (The format for this request is in fig 4-2.) When requesting this type of training, the requirements must be as specific as possible. To estimate the duration of training, the SAO must consider the complexity of the training desired, level of proficiency, and the individuals' prior experience.

b. AFSAT will review the request for validity and forward the requests to the applicable MAJCOM or separate operating agency for determination of training capability and location. The implementing command will—

- (1) Process the request.
  - (2) Advise the SAO of training dates, location, and security requirements.
  - (3) Provide an information copy of the request to the base IMSO after MAJCOM or separate operating agency approves the training.
  - (4) Notify host MAJCOM by message or letter of training to be conducted by a tenant unit.
  - (5) Coordinate with the SAO if additional information is required by the MAJCOM or separate operating agency.
  - (6) Ensure that all deviations are coordinated with the MAJCOM or separate operating agency and the base IMSO.
- c. The MAJCOM or separate operating agency will—
- (1) Review requests for training received by AFSAT to determine capability.
  - (2) Determine the disclosure of classified information or access to secure areas according to AFI 16-201 and MAJCOM's determination of training capability.
  - (3) Monitor the training program of all IMSs.
  - (4) Inform AFSAT of any changes in training capability.
  - (5) Provide copy of the request to the base IMSO and or the project NCO.

#### **4-65. Documentation for familiarization and qualification training**

The following AF forms are used to plan, request, and document familiarization and qualification training for IMSs.

a. *AF Form 623 (On-the-Job Training Record)*. This form will be initiated and maintained for all IMSs engaged in either familiarization or qualification training. Because of special requirements, OJT upgrade skill levels may be required. The following procedures will be used.

(1) *Section I (Identification Data)*. Enter only the IMS's name and USAF equivalent grade. Enter the project and line number or WCN in the SSAN block.

(2) *Section II (Orientation and Certification)*. Leave blank.

(3) *Remarks*. Enter each supervisor and all trainers by name, rank, and organization, with dates of supervision or training. Enter on AF Form 623a (On-the-Job Training Record-Continuation Sheet) other appropriate data as required. Do not record unfavorable comments about the IMS.

b. *AF Form 797 (Job Qualification Standard Continuation/Command JQS)*. This form, strictly for AF use, will be

used for familiarization and qualification training in excess of 4 weeks. The SAO will list all tasks and knowledge items to be accomplished during the training. In addition, the IMS's name, project number, and line number or WCN will be entered in the trainee name and SSAN block. The date started, date completed, IMS initials, and trainer's initials will be entered on the upper line of each tasks block by the training installation.

c. *AF Form 1098 (Special Task Certification and Recurring Training)*. This form will be used to record all training requiring special certification, such as Class A welder certification, egress familiarization, engine run, and flight control rigging. This form will be attached to the AF Form 797. The identification section will reflect only the IMS's name, project, line number, and WCN. All other entries will be according to AFI 36-2202.

#### **4-66. Air Force Institute of Technology (AFIT) programs**

a. IMS attendance at AFIT programs is as follows—

(1) *Nonresident courses*. These courses are not available to IMS under the SATP. The country must negotiate directly with the civilian institution concerned.

(2) *AFIT resident courses*.

(a) The availability of quotas in AFIT graduate programs or short courses is provided by AFSAT after AFIT has determined the candidate is qualified for the program. Acceptability of the candidate is the sole prerogative of AFIT. The candidate's application should be forwarded to AFIT/XOI, 2950 P Street, Bldg. 125, Wright-Patterson AFB, Dayton, Ohio 45433-7765, no later than 31 December for proposed entry in the following June timeframe. Earlier submission is encouraged. The candidate's application should include undergraduate transcripts, Graduate Record Examination (GRE) scores for technical program, and or the Graduate Management Admission Test (GMAT) for non-technical programs, and Test of English as a Foreign Language (TOEFL) scores, if applicable. Doctoral applications should include transcripts from all institutions previously attended, GRE scores, TOEFL scores if applicable, and a clear and concise statement describing the area in which the student intends to concentrate his or her studies.

(b) Recommend country send more than one application package per graduate program quota request. Two candidates may be tested at IMET expense for each AFIT graduate program approved under IMET. AFIT will evaluate all applications and rank order eligible applicants according to academic potential at AFIT.

(c) AFIT School Department Heads reserve the right to conditionally accept IMS pending their completion of a 9-week study program in the English language, designed especially for AFIT bound students, at DLIELC.

b. DSCA must approve funding of degree-granting programs under IMET.

c. The cost of the Test of English as a Foreign Language (TOEFL) and Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) may also be funded by IMET. A maximum of two candidates may be tested at IMET expense for each program approved for funding under IMET. Test scores are usually valid for 5 years. The SAO will advise if these test costs will be assumed by IMET when requesting approval of the program. AFSAT will provide voucher cards to the SAO each summer. These voucher cards will be used by the candidates in lieu of money when registering for the tests. Unused voucher cards should be returned to AFSAT/RM so that the IMET program may be adjusted accordingly.

#### **4-67. Eligibility for attendance**

It is the responsibility of the country concerned to provide the necessary credentials for review by AFIT or colleges where the IMS is seeking admission. Complete academic records and the TOEFL scores are required for all degree programs.

a. In addition to the academic requirements, candidates must successfully complete the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) as required by AFCAT 36-2223. All transcripts for institutions previously attended, TOEFL scores, and GMAT/GRE scores will be forwarded to AFIT/XOI, 2950 P Street, Bldg. 125, Wright-Patterson AFB, OH 45433-7765.

b. Evaluation by AFIT is not a commitment. If AFIT accepts a candidate, AFSAT will then determine availability.

c. AFIT will provide an estimate of the duration of the course when the IMS is determined eligible; however, the number of credits a university will transfer or accept and how rapidly the IMS will progress cannot be determined until the IMS is enrolled. AFIT, therefore, will quote the maximum estimated course duration.

#### **4-68. AFIT short courses**

Quotas for short courses taught at the AFIT School of Systems and Logistics (AFIT/LS) and School of Civil Engineering (AFIT/DE) are requested by AFSAT from the appropriate school at least one year in advance of the course starting date. Therefore, identify requirements to AFSAT with sufficient lead-time. Requirements for AFIT courses should be included in the program submission for the annual TPMRs.

a. Once a quota in an AFIT short course has been obtained, the appropriate SAO will provide AFIT with a complete itinerary of the IMS's travel plans. Travel should provide for arrival of the IMS at AFIT at least 3 days before the

course starting date. Arrival notice must arrive at AFIT not later than 2 weeks in advance of the planned departure date. Included will be—

- (1) Foreign service rank and its equivalent to U.S. grade structure.
- (2) Date and time of departure enroute to the United States.
- (3) Planned or anticipated delays enroute.
- (4) Anticipated date and time of arrival at Wright-Patterson AFB.

*b.* IMSs programmed for AFIT/DE and AFIT/LS AFIT short courses must have achieved an 80 ECL test scores before departure for direct entry into training.

#### 4–69. Inter-American Air Force Academy (IAAFA)

IAAFA, provides professional and technical training to Latin American students in the Spanish language. While its primary mission is to train personnel from Latin American air forces, IAAFA offers selected training to Latin American Army, Navy, and national policy personnel. The curriculum is reviewed annually to ensure it meets overall U.S. and DOD security assistance interests. IAAFA conducts Training Requirements Assessment Visits to Latin American countries on a regular basis. Depending on the assessed need, IAAFA may propose course changes, deletions, or additions. These proposed changes are submitted to the Mission Curriculum Review (MCR). The Mission Curriculum Review brings together representatives of pertinent security assistance agencies (SAF/IA, USSOUTHCOM, AETC, 12AF/LA) to approve the curriculum to be offered over the following two years. Following the MCR and USSOUTHAF/CC approval, IAAFA implements the approved curriculum.

*a.* The following information will be provided at the MCR for proposed new courses:

- (1) The need the course was designed to meet. Include countries interested in the training and estimated requirements on an annual basis.
- (2) Manpower impact of providing the training. If no additional U.S. manpower is required, say so.
- (3) Additional support costs to be included in the school's budget (for example, guest instructor costs, interpreters, equipment, audio video expenses).
- (4) Impact on current curriculum.
- (5) Estimated tuition cost to the country.
- (6) Proposed frequency of course.
- (7) Language in which the course will be conducted.
- (8) Any other information pertinent to the request.

*b.* IAAFA will also identify low usage courses for possible deletion.

**Table 4–1**  
**Executive agency for DOD schools**

School	Location	Executive Agency
Armed Forces Staff College	Norfolk, VA	Navy
Defense Computer Institute	Washington, DC	Army
Defense Equal Opportunity Management Institute	Patrick AFB, FL	Air Force
Defense Institute Security Assistance Management	Wright-Patterson AFB, OH	Air Force
Defense Intelligence College	Bolling AFB, Washington, DC	Air Force
Defense Language Institute English Language Center	Lackland AFB, TX	Air Force
Defense Language Institute Foreign Language Center	Monterey, CA	Army
Defense Mapping School	Fort Belvoir, VA	Army
Defense Resource Management Institute	Monterey, CA	Navy
Defense Systems Management College	Fort Belvoir, VA	Army
National Defense University	Fort McNair, Washington, DC	Army
American Forces Information Services	Fort Meade, MD	Army

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Step 1. Organizational analysis.

- a. Will the organization be similar to U.S. organizations?
- b. Will the organization have a specialized mission?
- c. Is this a new organization or one being upgraded with new equipment?
- d. What is the general organizational structure?
- e. What is the desired initial operational capability date?

Step 2. Service support analysis.

- a. Does the country's logistical system reflect U.S. defense systems?
- b. What is the present maintenance philosophy and capability?
- c. What level of maintenance capability is to be developed? Is this level practical with regard to weapons density and facilities or personnel available?
- d. What is the country's experience with similar weapons systems or end items (United States and foreign)?
- e. Are contractor services available in-country?
- f. Should contractor maintenance, technical assistance field teams (TAFTs), or technical assistance teams (TATs) be considered?

Step 3. Training plan preparation.

- a. What are the total skill requirements to support steps 1 and 2 and the density of each skill? (Total requirement less number available in-country equals training requirements.) Training requirements can generally be best staffed by training a cadre, which will in turn accomplish the majority of the required training in-country.
- b. Has the country expressed its intended approach to training? If not, try to obtain this information. For example, does the customer want the training to be conducted in CONUS, in-country, or a combination; does the customer object to contractor training?
- c. What is the current in-country training capability to produce the needed skills?
- d. Can in-country training be upgraded to support the new equipment? If so, what is required.
- e. What is the in-country English language training capability?
- f. What is the availability of English-speaking personnel? Do these people have the necessary technical or educational background?
- g. Where can the required skills best be developed, in-country or in CONUS? If U.S. training is desired, first consideration should be CONUS cadre training, which will provide best quality training in a formal classroom environment.
- h. What specialized facilities (for example, ranges, structures, airfields, and port facilities) will be required in-country?
- i. What is the availability of qualified interpreters and translators?
- j. Are there constraints on CONUS training?
- k. Should contractor training be considered from in-country or CONUS sources?
- l. Is an in-country training requirements or pre-deployment team required?

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Figure 4-1. Sample training plan checklist for new equipment-total package approach

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Step 4. Concept requirements refinement.

- a. Have all requirements been considered? These requirements include--
  - (1) Major end items.
  - (2) Support items and ammunition to include training ammunition.
  - (3) Tool sets, tool kits, and shop sets.
  - (4) Publications.
  - (5) Repair parts and services.
  - (6) Training aids and devices. (Lead time frequently exceeds equipment delivery schedules.)
  - (7) Ranges, classrooms, airfields, and port facilities.
  - (8) Maintenance facilities and warehouses.
  - (9) Support of U.S. personnel.
- b. Will equipment list support--
  - (1) Organization being developed?
  - (2) Maintenance and support capability being developed?
  - (3) Initial and subsequent training?
- c. Are training plan and equipment delivery dates compatible?
- d. Is a survey required?

**Figure 4-1. Sample training plan checklist for new equipment-total package approach-Continued**

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- A. Requesting country
  - B. Service branch:
  - C. FMS case or IMET FY:
  - D. WCN:
  - E. MASL number:
  - F. Duration (weeks):
  - G. Course description:
    - 1. MASL title or chart narrative of desired course (if no MASL number).
    - 2. Specific objective to be accomplished by training.
    - 3. Specific individual task or skills expected to be accomplished by student or knowledge to be acquired.
    - 4. Specific items of equipment on which training emphasis is to be placed.
  - H. Timeframe desired (if stand-alone request) or list of preceding formal training courses.
  - I. Latest acceptable graduation date (if established by country).
  - J. Student information:
    - 1. Full name (if known) and current duty position.
    - 2. Rank/rate and U.S. equivalent grade.
    - 3. Background/experience by weapon system and skill level.
    - 4. Prior CONUS training (or other known formal training).
    - 5. Expected duty assignment following training.
    - 6. Required level of security clearance of individual.
  - K. Additional comments or amplifying information.

**Notes:**

- 1. This format will be used in submitted all requests for OJT/observation/familiarization training, both at the country program presentation at the unified command security assistance training program management reviews and for out-of-cycle requests. The more details presented in this format will permit the MILDEP to determine the capability of accomplishing and scheduling the training requirement.
- 2. For familiarization training following formal USAF courses, this format need not be submitted if country desired the standard familiarization training program developed for international students. Submit this format only if country identifies specific training tasks for a student.

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**Figure 4-2. Sample format for an OJT, observation, or familiarization training request**

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The following checklist is to be used by FMS purchasers requesting contractor training. Include this checklist in initial requests for P&A.

A. Operations training:

1. Concept (brief statement of scope and purpose of training).
2. Student data:
  - a. Number of students.
  - b. Operational experience.
  - c. Summary of prior training.
  - d. English comprehension levels.
  - e. Training desired in CONUS or in-country.
  - f. Required completion date.
  - g. Level of proficiency desired.
3. Equipment and facilities requirements:
  - a. General terms of agreement for use of training equipment, including, but not limited to, liability, support arrangements, refurbishment, delivery data (if country provided).
  - b. Use of U.S. Government facilities.

B. Maintenance/support training:

1. Concept (brief statement of scope and purpose of training).
2. Student data:
  - a. Number of students by specialty.
  - b. Level of training desired (O-, I-, or depot).
  - c. Projected end use (shop chief, lead technician, instructor).
  - d. Summary of prior training.
  - e. Experience on related systems.
  - f. English comprehension levels.
  - g. Training desired in CONUS or in-country.
  - h. Required completion date.
  - i. Difference between USAF and host concepts of maintenance (that is, combined AFSCs).
3. Training equipment requirements:
  - a. Specific equipment to be obtained.
  - b. Mobile training sets (MTS), maintenance simulators, or actual equipment to be used for training.
  - c. General terms of agreement for use of training equipment, including, but not limited to, liability, support arrangements, refurbishment, delivery data (if country provided).

C. Sole-Source Justification (if required).

D. Description of requested in-country support (TAFT, CETS, MTT, ETSS), if any.

E. Country intent regarding assignment of liaison personnel to assist in administration of students attending CONUS training (if applicable).

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Figure 4-3. Sample format of checklist for contractor (type 1) training

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F. Student support arrangements:

1. Billeting and subsistence.
2. Medical care.
3. Records maintenance and transmittal.
4. Pay.
5. Travel.

G. Special considerations: (For example, cultural differences, peculiar equipment configurations, and politically sensitive issues).

*Notes:*

1. The quality of data in the completed checklist will directly affect the quality of training provided. However, items for which the requested information is not applicable or unavailable should be so noted.)

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**Figure 4-3. Sample format of checklist for contractor (type 1) training-Continued**

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